

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

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|---|------------------|-------------------------|
| 1. POST | 2. AGENCY | 3a. POSITION NO. |
| Choose an item. | | |
| 3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Agencies may show the number of such positions authorized and/or established: | | |

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| 4. REASON FOR SUBMISSION |
| <input checked="" type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: 4005 Grade: FSN-11 <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain): |

| 5. CLASSIFICATION ACTION | Position Title and Series Code | Grade | Initials | Date (mm-dd-yy) |
|-----------------------------------|--|--------|----------|-----------------|
| a. Post Classification Authority: | USAID Project Management Specialist (Public-Private Partnerships Alliance Builder) | | | |
| b. Other: | | | | |
| c. Proposed by Initiating Office: | | FSN-11 | | |

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|---|----------------------------|
| 6. POST TITLE POSITION (if different from official title) Development Program Specialist Public-Private Partnerships Alliance Builder (PPPAB) | 7. NAME OF EMPLOYEE |
| 8. OFFICE/SECTION: | a. First Subdivision: |
| b. Second Subdivision: | c. Third Subdivision: |

| | |
|---|--|
| APPROVALS AND SIGNATURES SECTION | |
| 9. This is a complete and accurate description of the duties and responsibilities of my position. | 10. This is a complete and accurate description of the duties and responsibilities of this position. |
| Typed Name and Signature of EMPLOYEE Date (mm-dd-yy) | Typed Name and Signature of SUPERVISOR Date (mm-dd-yy) |
| 11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. | 12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. |
| Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy) | Typed Name and Signature of Executive Officer Date (mm-dd-yy) |

13. BASIC FUNCTION OF POSITION

The USAID Project Management Specialist - Public-Private Partnerships Alliance Builder (PPPAB) manages and monitors Mission-wide Private Sector Engagement (PSE) and PPP-related activities on a day-to-day basis. S/he works across USAID/Colombia's different technical offices to generate formal public private partnerships (PPPs) and leverage private sector resources that contribute to the Mission's overall development objectives in Colombia. S/he shall bring innovative ideas and practices and implement them into a successful PSE Action Plan. S/he shall be a forward thinker who always looks for new opportunities for growth, intuitive collaborator, and an outstanding communicator.

The primary purpose of the position is to facilitate market-driven collaboration and partnerships between USAID and the private sector, in order to catalyze increased development impacting on priority geographic areas. Primary responsibilities will include: a) establish effective communication channels and/or strong links with private sector including CEOs and Board Members, implementing partner organizations Chief of Parties, will require high levels of skills, negotiation, and diplomacy; b) lead PSE planning by linking opportunities with strategic goals and by securing, coordinating and configuring PPP resources, capacity, and programs; c) develop communications plans to ensure clear, strong and wide communication to raise awareness of USAID/Colombia's alliances and engagement achievements using all channels available; d) organize high-level events with private sector and Front Office ; e) organize and maintain up-to-date PPP data; e) bring knowledge and lessons learned to the cross-cutting theme task force on PSE; and f) analyze strategic opportunities and advise Mission on best practices.

Effective partnerships require a deep understanding of opportunities and constraints with the private sector and how these intersect with the Mission's development priorities. The PPPAB position requires a strong understanding of the private sector, the Colombian culture and society, and of USAID policies and procedures. The position will be located in USAID/Colombia's Program Office and supervised by the Development Program Specialist (Program Advisor).

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Strategic Management and Coordination (40%)

- Identify potential alliance partners (external) and develop direct relationships with private businesses, corporations, foundations, and other non-traditional development organizations through formal and informal outreach, personal contacts, and networking.
- Organize roundtable discussions/speaker series on subjects which may contribute to a better understanding of strengths, weaknesses, opportunities and constraints related to the investment and enabling environment for the private sector.
- Lead the development of a yearly PSE Action Plan for engaging, negotiating, and finalizing formal partnerships with potential partners. In so doing, the PPAB will a) leading alliance assessments that identify and prioritize sectors of the economy where development challenges intersect with business opportunities or constraints; b) seek out and create opportunities for potential PPPs between USAID and private sector entities; c) attract financial resources and investments that can be leveraged to address USAID goals and objectives; d) conduit expressions of interest of potential alliance partners that initiate contact with USAID; and e) conduct due diligence research on potential partners.
- Provide reporting information on an annual and as needed basis to Washington regarding resources leveraged and development outcomes achieved due to partnerships with the private sector.
- Serve as the Mission's Private Sector Engagement POC for the Mission and Washington D.C.
- Lead the implementation of the PSE policy and the integration of market-based approaches in the program cycle, Country Development and Coordination Strategy (CDCS) and in the design of new projects and activities across technical offices.
- Develop marketing and communications plans to ensure clear, strong and wide communication to raise awareness of USAID/Colombia's alliances and alliance's achievements using all channels available. In addition, support any PSE communication and outreach events, briefers, cables, etc.
- Mentor, coach, and supervise the Private Sector Engagement Specialist (FSN-10). Provide supervision, including assigning tasks for on-the-job training, and providing feedback to the PSE Specialist.

Alliance Building, PSE/GDA Mission POC, and Relationship Management (20%)

- Play a critical role in the determination of the size and nature of non-operating budget amounts to be allocated to direct PPPs signed for the Mission. S/he will be involved in budget formulation and negotiation with external parties for matching funds.
- Research proposed partners by conducting due diligence on their past alliances, business practices and geographic focus, ties to other organizations/governments, and so forth.
- Work with the Contracting or Agreement Officer to facilitate the formal acquisition or agreement process.
- Act as point of contact on PSE and GDA (Global Development Alliances) for the Mission vis-à-vis the Agency and participate actively in the Agency community of practice. Maintain familiarity with policy imperatives, reforms, and examples of PSE implementation throughout the Agency.

Capacity Building and Support (15%)

- Coordinate closely with USAID technical offices to identify specific needs and/or opportunities where PPPs could be developed to leverage funds from private sector partners to address development problems and increase impact.
- Assist activity and project design teams with conducting PSE market research and ensuring that the findings are integrated into design documents.
- Provide in-depth guidance to COR/AORs and Implementing Partners to initiate, develop or expand PPPs based on the strategic goals of USAID/Colombia.
- Assist in coordinating a PSE community of practice, GDA get togethers, among other spaces for PSE champions/relationship managers and other key stakeholders to guide implementation of the PSE action plan.
- Provide training to USAID staff and implementing partners in best practices for building and managing partnerships.

Information management, program/policy analysis and reporting (15%)

- Write and review PPP and PSE narratives for Program Office reports/updates including the annual operational plan, performance report, portfolio reviews, mission reports, among others.
- Work with the Private Sector Engagement Specialist (FSN-10) that proper indicators measures the impact of public-private partnership efforts are accurately tracked and used as needed.
- Contribute to regular and ad-hoc PPP and GDA reporting efforts and taskers.

Activity management and administration - Contracting/Agreement Officer's Representative (C/AOR)(10%)

- Provide technical leadership on the implementation, monitoring and evaluation of assigned activities.
- Provide technical advice and direction to institutional contractors, grantees, and other stakeholders as warranted.
- Review and approve implementing organizations' work plan and technical reports, verify that they met the acceptance standards and delivery schedules, as specified in the contract/agreement.
- Manage the budget allocation, obligation and disbursement of assigned activities. This includes reviewing and approving vouchers, conducting pipeline analyses, and processing incremental funding.
- Ensure activities achievements are appropriately documented and communicated through annual reports, quarterly reports, portfolio reviews, briefings, events and talking points.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Education:** Bachelor's degree in economics, engineering, Business, International Development, Humanities, or equivalent field is required.
- Prior Work Experience:** A minimum of five (5) years' experience in engaging the private sector to solve critical development problems while promoting business success and broader economic growth is required. Experience in an international development organization on economic growth and/or a private sector organization on issues related to developing countries/emerging markets, corporate social responsibility, or business development. Proven capacity to conceptualize and develop strategies, programs, and projects. Experience in performance-based management and budgeting and experience in structuring and/or implementation of public-private partnerships. previous experience

working in corporate philanthropy or Corporate responsibility and/or sustainable development with private sector is required.

- c. **Post Entry Training:** Appropriate modules of Leadership and Program Operations training; COR/AOR training; Private Sector Engagement training; GLAAS; Phoenix; Agency database systems; on-the-job training; and other areas related to duties.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- d. **Language Proficiency:** Fluent (Level IV) English language proficiency for both speaking and writing is required. Fluent (Level IV) Spanish language proficiency for both speaking and writing is required.
- e. **Job Knowledge:** Demonstrated knowledge of the private sector environment in Colombia; strong understanding of the political and economic realities of Colombia; familiarity with the Colombian culture, society, and leaders; and ability to learn and come acquainted with USAID internal procedures, policies, and program design and implementation.
- f. **Skills and Abilities:** Demonstrated ability to produce professional quality analytical pieces. Demonstrated experience communicating with and presenting to diverse high-level audiences including senior U.S. Government officials, private sector CEOs, high-ranking Colombian government officials, other donors, and civil society leaders. Strong negotiation, collaboration, team building, networking, and interpersonal skills. Must possess the capacity to bring innovative ideas and practices and paste them into successful plans. Proven ability to work independently with minimal supervision or guidance. Self-starter and forward thinker with the ability to work calmly, tactfully, and effectively under pressure. High capacity to listen, evaluate and bring consensus to complex, sometimes controversial issues.

16. POSITION ELEMENTS

- a. **Supervision Received:** The USAID Development Program Specialist (PPPAB) is under the direct supervision of the Development Program Specialist (Program Advisor) - FSN-12.
- b. **Supervision Exercised:** The incumbent will be responsible for the direct supervision, establishment of work objectives and performance evaluation of the Project Management Specialist (Private Sector Engagement) FSN-10, and have the responsibility of mentoring, training, and providing guidance, and day-to-day oversight and management in order to build the individual's capacity.
- c. **Available Guidelines:** ADS sections pertaining to project management, Mission Orders, and other established USAID/Colombia administrative procedures and regulations.
- d. **Exercise of Judgment:** The incumbent is expected to work with minimum direction and supervision. The need for quick response in high profile, complex and often fluid situations require the incumbent to exercise discretion and good judgment and operate with high levels of autonomy, responsibility, and authority.
- e. **Authority to Make Commitments:** Within the context of the field responsibility and with the approval of the direct supervisor, may make technical commitment and may initiate discussions that lead to financial commitments. No direct financial commitments of US public funding are authorized.
- f. **Nature, Level, and Purpose of Contacts:** Senior U.S. Government officials; Board Members, CEOs and other high-level representatives of private business, corporations, foundations, NGOs, other non-traditional development organizations; other donors; and high-ranking Colombian government officials.
- g. **Time Expected to Reach Full Performance Level:** One year.